

DD/A Registry  
File *Training*

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MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Administration  
Deputy Director for Operations  
Acting Deputy Director for Science  
and Technology

SUBJECT : Guidelines for Agency Presentations  
to Non-Governmental Organizations

1. Attached is a revised statement on Guidelines for Agency Presentations to Non-Governmental Organizations. I have made some rather substantial rearrangements from the original draft to accommodate the comments from members of the Morning Meeting. The major changes are as follows:

a. Paragraph 2 has been recast to make more explicit the approving authorities affirmative responses for requests for speakers.

b. Paragraph 3 has been inserted to handle the case where the request comes from a member of Congress.

c. Paragraph 8 has been revised to clarify somewhat the role of the DDI Coordinator for Academic Relations, acknowledging his special role when it comes to substantive briefings but keeping him out of the concurrence and approval channels.

d. Paragraph 11 has been revised somewhat to acknowledge the point that substantive briefings are not given just to academic groups.


c. Paragraph 12 has been revised again to clarify the role of the Coordinator for Academic Relations.

f. Paragraphs 15, 16, and 17 have been put under the heading "Location of Briefings" to specify the special conditions which apply to briefings given here at Headquarters or at CIA facilities.

g. Paragraph 16 has been revised to clarify the informational data which visitors to Headquarters have to provide.

h. Paragraph 19 has been revised to get rid of the objectionable language about appearing before profit making groups and to adjust to OGC advice that whatever the group, the Agency should pick up the tab since the briefer is on duty status.

2. If this draft is acceptable, I shall submit it to the Director to see if he wants it issued forthwith or wishes to discuss it at a Morning Meeting.

  
PAUL V. WALSH  
Associate Deputy Director  
for Intelligence

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Attachment

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cc: Mr.   
Morning Meeting Members

11 May 1976

Guidelines for Agency Presentations to  
Non-Governmental Organizations

1. The Agency is frequently requested by non-Governmental organizations to provide Agency representatives to speak on the subject of intelligence or on specialized substantive topics.

Although the Agency shall not take the initiative in such matters, it is the policy of the Agency to respond positively to such requests in order to increase public awareness of the Agency's role in Government and to foster beneficial relations with the academic and professional communities. This regulation provides guidelines for handling such requests.

General

2. All requests from non-Governmental organizations for Agency speakers will normally be referred to the Assistant to the Director for response. If a request is handled directly in a Directorate or Independent Office, the Deputy Director or Office Head concerned will inform the Assistant to the Director of the request and the proposed response.

a. The Assistant to the Director may approve requests for speakers on the general subject of

intelligence in those cases where there are clear precedents for an affirmative response. In those cases where there are no precedents, or unique problems are presented, the Assistant to the Director will submit the request to the Director for approval.

b. Requests for speakers on specific substantive topics may be approved by the Deputy Director responsible for intelligence production on that topic.

3. Congressional requests for Agency speakers to address non-Governmental organizations will be handled in accordance with these guidelines, but action will be coordinated with the Office of Legislative Counsel.

4. It is the responsibility of the Deputy Director or Independent Office Head concerned to ensure that the content of any presentation is unclassified and is consistent with the established policies of the Agency and the US Government.

5. The decision to approve or refuse a request shall not discriminate among requesters and shall be based on the following considerations:

a. The subject matter of the proposed presentation, particularly in terms of the Agency's competence to handle the topic and the propriety of an Agency representative speaking on the topic.

b. The availability of a qualified Agency speaker.

c. The geographic location of the requested presentation, particularly in terms of the financial expense this might present to the Agency.

d. The size and composition of the proposed audience.

e. The extent and nature of any publicity and the likely press coverage attendant to the presentation.

f. The physical environment of the event and the likelihood of circumstances which might put employee safety at risk.

6. The Assistant to the Director shall inform the DCI whenever a request is refused on grounds which might appear to be discriminatory or inconsistent with the Agency policy of being responsive to requests for speakers.

7. The participation of Agency officers in briefing programs should be in response to outside requests. Agency personnel should not take the initiative in soliciting or initiating requests for briefings.

8. Agency officers who receive requests for briefings directly from their outside contacts should inform the Assistant to the Director and, when appropriate, the DDI Coordinator for Academic Relations. An officer wishing to respond affirmatively to such a request will request approval from the appropriate Directorate or Independent Office. The request for approval should have the concurrence of the Director of Security, and, when necessary, the Chief, Cover and Commercial Staff. A copy of the request for approval to present substantive briefings will be provided to the DDI/CAR for record-keeping purposes.

Briefings on the Subject of Intelligence

9. Briefings or presentations on the general subject of intelligence such as the mission and functions of CIA and its role in providing intelligence to other components of the US Government may be given to non-Governmental organizations on an unclassified basis only.

10. It shall be the responsibility of the Assistant to the Director to maintain a roster of Agency officials who will participate in these briefings. This list shall be composed of officials with the seniority and Agency experience required to ensure familiarity with and understanding of the full scope of the Agency's mission and programs.

Substantive Briefings

11. Agency personnel are encouraged to keep abreast of developments in their substantive fields. This may be done by attendance at academic seminars and professional meetings and may include the presentation of briefings in their substantive fields. These briefings will generally be requested by academic

groups. With a view to increasing substantive exchange with the academic community, the Agency will be responsive to requests initiated by academic institutions or professional associations for Agency speakers on substantive topics.

12. The Assistant to the Director will be informed of all requests for substantive briefings and the Agency response thereto. The responsibility for responding to such requests and making the necessary arrangements for speakers will be carried out by the DDI/CAR in behalf of the Assistant to the Director.

13. Agency representatives chosen to present substantive briefings will be selected from those officers who are actively engaged in or are directly responsible for research and analysis on the topic in question.

14. Approval for substantive briefings will be granted only if there is a clear understanding that:

- the requester must provide a reasonable  
prior guarantee of minimum publicity  
before and after the speaker's appearance.



- the speaker will not be available for ad hoc or unscheduled appearances with other groups.
- the speaker's presentation will be confined strictly to the substantive topic on which the briefing was requested.
- the speaker will not be authorized to meet with representatives of the press or to respond to their queries.

Location of Briefings

15. It is preferred that briefings be conducted at Headquarters, be restricted to groups of less than 50 persons, and be given to groups seriously motivated to increase their understanding of intelligence or specific substantive matters.

16. When briefings are given at CIA facilities, the requesting organization will be required to provide to the Assistant to the Director a complete listing of the names, date of birth, and citizenship of all individuals expected to attend the briefing.

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17. On those occasions when a briefing is conducted as part of a luncheon or dinner program held at CIA, the general proscription on the consumption of alcoholic beverages specified in paragraph 28-a of [REDACTED] will be observed.

Press Coverage

18. Press coverage of briefings at Agency facilities will be avoided unless specifically authorized by the Assistant to the Director. In cases where a decision is made not to permit press coverage, the requester of the briefing shall be informed as early as possible and the Agency briefer shall also inform the audience at the start of the briefing. He shall also request the audience not to take notes and to regard the briefing as for their personal background use only and not for further dissemination. In the event that a member of the press is part of the audience, this shall not be grounds for cancelling the presentation.

Compensation

19. On the basis that these appearances are in the public interest, travel and per diem expenses of Agency officers participating in appearances before non-Governmental organizations will be assumed by the Agency in accordance with existing regulations. In no case may the Agency representative accept any compensation or personal honorarium.